Assistant Coordinator of Leadership ONE will incorporate continuing education for alumni, area ministry leadership and current students with emphasis on programs designed to support and improve the economic stability of these constituents. This individual reports to the Vice President of Institutional Advancement. The position is a part-time position.

**Major areas of responsibility:**

**Leadership ONE Assistant Coordinator**
- Develop marketing materials specific to financial planning and debt management modules.
- Coordinate with Academic Advancement to develop a database of financial planning mentors. He/she will help to build and nurture relationships with mentors.
- Develop programs to encourage community engagement.
- Conduct indebtedness survey of alumni, area faith community and current students, to gain base line data.
- Assist in the development of continuing education programs specific to financial planning and indebtedness.
- Develop continuing education programs to address a variety of issues and concerns of current students, alumni and area ministry, business and community leaders.
- Assist in the development of leadership training materials for congregational and other ministry leaders in areas of budgeting and tax planning for pastors, including the implications of housing allowances, benefits, and clergy indebtedness (online videos).
- Develop marketing materials specific to financial planning and debt management modules.
- Engage area faith community in the development of Leadership ONE programs.
- Survey participants to assess the effectiveness of programs.

**Miscellaneous**
- Perform all other duties deemed appropriate for this position.
- Ability to support, by precept and by example, Winebrenner Seminary’s Missions Statement, the Statement of Faith, the objectives and policies and best interests of the seminary as declared in the Handbook of Operations.